**Teaching Recording Consent Form for External Users**

Course/Venue …………………………………………………………………………………….

Date(s) of Recording(s) …………………………………………………………………………

Creator of Recording ……………………..………………………………. (on behalf of the University of Aberdeen)

This form should be used to seek the consent of individuals who are external to the University of Aberdeen and has agreed to be recorded and filmed as the presenter of materials, or as part of, a lecture, presentation or other teaching requirement carried out within the University of Aberdeen. Providing consent to the University of Aberdeen, allows recordings to be taken and subsequently to be used in a number of media used by the University of Aberdeen to deliver teaching for non-commercial, educational purposes. The University of Aberdeen in turn offers a commitment to only allow the recordings to be used appropriately, sensitively and in compliance with applicable laws.

I, the undersigned, agree to my teaching presentation being recorded by the University of Aberdeen. Where a recording is being made in the presence of others (e.g. students within a tutorial setting), I will notify everyone present that a recording is being made.

I confirm that where material is included in the recording which is the intellectual property, including copyright, of another party, I either have permission to include the materials in my teaching presentation for educational purposes or am exercising my statutory rights to undertake certain permitted acts as defined in the Copyright, Designs and Patents Act 1988.

I understand that any copyright or other intellectual property which arises in the recording itself belongs to the University of Aberdeen but that the recording will be used by the University of Aberdeen for the sole purpose of creating educational resources for its own internal use. This may include conversion to digital format and storing and publication on the University’s Lecture Capture system or other University managed systems. The University of Aberdeen agrees to provide a copy of the recording to the undersigned and provide a perpetual, worldwide, non-exclusive licence for any further use.

I, the undersigned, do hereby agree to license all performance rights in the recordings of lectures on a non-exclusive basis to the University of Aberdeen for its own non-commercial, educational purposes.

I, the undersigned, understand my personal data will be processed for the purposes of this recording and subsequent publishing. My personal data will be processed in accordance with data protection legislation. I understand that the recordings will be used for educational purposes only and that copyright in the recordings themselves will be retained by the University of Aberdeen.

Copyright restrictions placed on the University of Aberdeen prevent the content being sold or used by way of trade without the express permission of the copyright holder. Images and recordings may not be edited, amended or re-used without prior permission from the University of Aberdeen. Personal details of those taking part are never made available to third parties.

I require that my name is retained in association with the recordings.

FULL NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF ORGANISATION (if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to the relevant School where it should be retained for 6 years after the last use of the material.